

FEDERAL ENERGY REGULATORY COMMISSION

**Delegated Examining Unit Vacancy Announcement**

Office of the Chairman

Announcement # DEU 06-011

Opens: November 23, 2005      Closes: December 7, 2005

**NOTE:** Applications must be received no later than the closing date to be considered. E-mailed, hand-delivered or faxed applications are encouraged due to possible mail delays. Please include the vacancy announcement number on your application.

**Position/Series/Grade:** Secretary (Office Automation), GS-318-5

**Salary Range:** \$28,620 - \$37,211 \*

\* - Salary includes a 15.98% locality-based adjustment for the Washington-Baltimore area (DC-MD-VA-WV)

**Promotion Potential:** None

**Type of Appointment:** Permanent

**Geographic Location:** Washington, DC

**Area of Consideration:** Nationwide; All Qualified U.S. citizens

**Number of Vacancies:** 1

**Summary of Duties/Responsibilities:** As the secretary to the Chairman and to the advisory staff in the Chairman's Office, you will be responsible for a wide spectrum of clerical, administrative support and office automation activities to insure effective day-to-day management of the office. Your duties will include: receiving and screening calls/visitors; personally furnishing non-technical information or obtaining necessary information prior to referring callers to the Commission or appropriate staff member; coordinating and maintaining the open meeting material for the Commission and immediate staff; coordinating all arrangements for meetings/conferences; attending and taking notes and following up on commitments made at meetings; reviewing incoming mail and other documents and personally handling and/or forwarding to the Chairman or staff; following up to ensure timely response; reviewing outgoing correspondence/documents for conformance with regulations, grammar, format and special views of the Commission; drafting routine correspondence; establishing and maintaining special office files; searching, assembling and compiling information from files as needed; performing varied and advanced functions utilizing MS Office automation software; and developing applications to utilize databases or spreadsheet software to store, manipulate, sort and report statistical and other information from office files and related sources.

**Qualification Requirements:** You must be a qualified typist and have one year of specialized experience at the next lower grade level to which you are applying.

**Typing Requirement:** You must be able to type 40 words per minute. You **MUST** submit a certificate of proficiency dated within the past 3 years or self-certify by stating your current speed on your application.

**Failure to submit this typing certification will result in non-consideration or a lower rating in the evaluation process.**

**Specialized experience** is providing clerical and administrative support to an office/staff that included the use of word processing, database management, and other similar office automation applications/software to increase the effectiveness of office operations.

**Evaluation Method Used:** If you meet the basic eligibility requirements, your application will be assessed against the following Ranking Factors, which identify the knowledge, skills and abilities (KSAs) that are essential for successful performance in this position. You are encouraged to provide a separate narrative response for each Ranking Factor in which you discuss your experience, education, training and/or accomplishments that have provided you with the KSAs. Your qualifications will be evaluated solely on the information submitted in your application so failure to submit narrative statements may considerably reduce your opportunity for being considered or selected.

**RANKING FACTORS: You MUST also provide a narrative description of your background, experience and accomplishments relative to each of the following factors as part of your application.**

1. Ability to plan and coordinate multiple assignments with competing priorities (including making arrangements for meetings/conferences and travel) often under considerable time constraints.
2. Skill in operating a personal computer and using Microsoft Word, Excel , Outlook and other office applications.
3. Demonstrated ability to communicate effectively with people at all levels of responsibility.
4. Knowledge of correspondence procedures, including formatting and grammatical rules.

**Special Notes:**

- ☐ Applications **must be received** by email, fax, or delivered to the agency contact (identified below) no later than the closing date of this announcement to be considered.
- ☐ Relocation expenses are not authorized.
- ☐ This position requires completion of a one-year probationary period.
- ☐ This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.
- ☐ Individuals who have special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP) must submit a copy of the appropriate documentation such as RIF separation notice or a letter from OPM or your agency, documenting your priority consideration status. To be considered "well-qualified", ICTAP applicants must attain a minimum ranking of 90.
- ☐ FERC is an Equal Opportunity Employer: All candidates will be considered based solely on merit without regard to race, color, religion, gender, age, national origin, sexual orientation, political affiliation, marital and family status, disability, or other non-merit factors.

**Application Information:**

Include the following information/documents (as checked) with your application. Incomplete applications could result in non-consideration or a lower rating in the evaluation process.

- ☐ Written response to the selective placement factor(s).
- ☒ DD-214 if claiming 5 points veterans preference.
- ☒ Both DD-214 and SF-15 if claiming 10 points veterans preference.
- ☐ College transcripts or List of College Courses.
- ☒ Background Survey Questionnaire (Optional).
- ☒ OPM Form 306 Declaration for Federal Employment (Optional).
- ☐ Most recent performance appraisal/evaluation.
- ☐ Current/Former federal employee--Appropriate SF-50 reflecting competitive status.
- ☐ Non-federal employees--Current Notice of Results if vacancy is open to non-status applicants.
- ☒ Applicants with a disability or eligibility for non-competitive appointment -- appropriate documentation.
- ☒ This position open to: Nationwide; All Qualified U. S. Candidates

**The following statements are applicable if checked:**

- ☐ Requires a Security Investigation
- ☐ Subject to frequent travel
- ☐ Subject to financial disclosure
- ☐ Subject to geographic mobility
- ☐ Subject to a supervisory/managerial probationary period
- ☒ Subject to a one-year probationary period

\_\_\_ Subject to drug test prior to appointment

\_\_\_ Collective Bargaining Unit represented by American Federation of Government Employees Local No. 421

X Subject to frequent overtime and ability to work flexible hours for office coverage.

**Send or Bring Application to:**

Federal Energy Regulatory Commission

Executive Resources Attention: Kimberly Dori

888 First St., N.E. Room 11J-8

Washington, D.C. 20426

**Contact:** Kimberly Dori on (202) 502-8754

**E-mail:** kimberly.dori@ferc.gov

**FAX:** 202-208-1259

**Telecommunications device for the deaf:** (202) 219-2157.

For information on the FERC and the benefits offered to employees, visit our website at [www.ferc.gov](http://www.ferc.gov).

**HOW TO APPLY:**

Submit a resume, an SF-171, OF612 or other written application format of your choice. You must include the following information:

- Title, series, grade and vacancy announcement number for which you are applying.
- Full name, mailing address and daytime and evening telephone numbers (with area codes)
- Social Security Number
- Country of Citizenship (Proof of U.S. citizenship is required prior to employment).
- If ever employed by the Federal Government, provide the highest Federal civilian grade held, job series, and dates of employment in the grade.
- Work experience relevant to this position, provide employer's name, start and end dates of employment (month and year), job title, number of hours per week (if other than 40), salary, and your duties and responsibilities for each job listed.
- Name, location and date of last educational institution attended and major field(s) of study.
- Type and year of degree(s) received and GPA.
- To receive credit for relevant training, list course titles, dates, number of hours and names of the institutions.
- Description of honors, awards and special qualifications such as language skills, computer skills along with dates acquired, if relevant to this position.

**GENERAL INFORMATION:**

- You must meet all eligibility requirements as outlined in the announcement and the Office of Personnel Management's Qualification Standards Operating Manual and Title 5 Code of Federal Regulations within 30 days of the closing date of the vacancy announcement.
- Applications will not be returned unless vacancy is canceled.
- You will be notified of outcome as soon as possible after a selection has been made.
- To be considered, your application must be received no later than the closing date of this announcement.
- Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- Applications submitted in Government franked envelopes will not be considered. Use of Government fax machine and email services in any other governmental agency must be in accordance with the policies of that agency.
- If you're selected for the position below the full performance level, you have the opportunity to be promoted without further competition. However, this implies no promise or guarantee of promotion. You must demonstrate the ability to perform at the higher grade in order to be eligible for promotion.
- OPM Form 306 Declaration for Federal Employment must be signed and submitted before appointment.
- You must identify a financial institution for direct deposit of net pay within 30 days of entrance on duty.